



Job Title: **RADIO DISPATCH - SUPERVISORY LAW ENFORCEMENT COMMUNICATION ASSISTANT (SLECA)**  
Department: **Department Of Homeland Security**  
Agency: **Customs and Border Protection**  
Job Announcement Number: **MHCBPMP-1386930-RYH**

**SALARY RANGE:** \$39,570.00 to \$51,437.00 / Per Year  
**OPEN PERIOD:** Thursday, April 23, 2015 to Friday, May 1, 2015  
**SERIES & GRADE:** GS-1802-07  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 07  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Del Rio, TX  
**WHO MAY APPLY:** Current Federal employees with competitive status (including serving under a VRA appointment), current and former federal employees eligible under Interchange, reinstatement eligibles, VEOA eligibles, and Special Appointing Authority eligibles.  
**SECURITY CLEARANCE:** Secret  
**SUPERVISORY STATUS:** Yes  
**JOB SUMMARY:**

*Customs & Border Protection (CBP): Securing America's Borders*

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

In this position, you will serve as a first-line supervisor with the Department of Homeland Security, U.S. Customs and Border Protection, at a Communications Center within a Border Patrol Sector. The incumbent will provide administrative and technical direction to the Center, which operates on eight hour shifts, seven days a week, on a rotational basis. The incumbent facilitates operations and training to Law Enforcement Communications Assistants (LECAAs) who serve as the focal point and primary contact for Border Patrol Agents and other law enforcement agencies operating within the Sector's area of responsibility. This position starts at a salary of \$39,570 (GS-07).

Who May Apply: Status Candidates which include:

- Current Federal employees with competitive status (as well as current Federal employees serving under a VRA appointment);
- Current and former Federal employees who meet the established criteria in an Office of Personnel Management Interchange Agreement;
- Former Federal employees with reinstatement eligibility;
- Veterans who are preference eligibles or who have been separated under honorable conditions after 3 years or more of continuous service will receive consideration under the Veterans Employment Opportunity Act (VEOA);
- Individuals who are eligible under a Special Appointing Authority. Please see the "Special Appointing Authority" paragraph in the "Other" section of this vacancy announcement.

For definitions of terms found in this announcement, please see [http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm).

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Border Patrol, Del Rio Sector Intelligence Unit, Del Rio, Texas.

#### TRAVEL REQUIRED

- Not Required

#### RELOCATION AUTHORIZED

- No

#### KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

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#### DUTIES:

Your job will include:

- Overseeing the operations of communications equipment, sensors and cameras and providing ongoing technical and administrative supervision to a staff that searches, locates and transmits information and corresponding facts to agents/officers
- Ensuring that LECAs are up to date and familiar with various computerized indexes such as ICAD, TEC I and II, NCIC, NLETS and other law enforcement information systems
- Ensuring that LECAs are thoroughly familiar with the sensor intrusion process and equipment, coupled with the ability to evaluate information and report it in a timely matter to facilitate interceptions and apprehensions
- Performing normal day-to-day supervisory functions, including preparing schedules, conducting performance reviews, giving advice or instruction to employees on both work and administrative matters, and hearing and resolving minor complaints

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#### QUALIFICATIONS REQUIRED:

GS-7: You qualify at the GS-7 level if you possess one year of specialized experience that included researching, analyzing, and compiling law enforcement information from a variety of databases. One example includes using communication and surveillance/security equipment to monitor, receive, transmit and

communicate law enforcement information to support specific law enforcement activities usually under stressful and/or emergency situations.

There is no educational substitution for the GS-7 level for this position.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Friday, May 01, 2015.

This is a Non-Bargaining Unit status position.

Supervisory Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 90 days of assignment.

Shift work: You will be required to perform work on a shift and rotational basis.

Security Clearance: You will be required to obtain a Secret Clearance.

Overtime: You must be readily available to work overtime on a scheduled or unscheduled basis in excess of the 40-hour work week.

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: [http://www.cbp.gov/xp/cgov/careers/apply/mandatory\\_back\\_invest.xml](http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml).

#### HOW YOU WILL BE EVALUATED:

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package. If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Ability to oversee the operations of communications equipment, sensors and cameras
- Skill in operating computers, radio based communications equipment, sensor indications, and phone systems to transmit and receive communications
- Ability to oversee the coordination with U.S. Border Patrol, the military and other agencies which enter data into various automated information systems
- Fundamental communications skills, i.e., keyboard, verbal, and written for purposes of comprehensive data retrieval
- Ability to provide technical and administrative direction to the Communications Center

Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) eligibility: If you have never worked for the federal government, you are not ICTAP/CTAP eligible. Information about ICTAP/CTAP eligibility is on the OPM's Career Transition Resources website at: [http://www.opm.gov/Reduction\\_In\\_Force/employee\\_resources/ctap/Employee-Guideline\\_CTAP.asp#3a](http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a). To be considered well qualified under ICTAP/CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

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#### BENEFITS:

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select "Benefits."

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website:

<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

#### OTHER INFORMATION:

Residency: If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:

- Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
- Worked for the United States government as an employee overseas in a federal or military capacity; or
- Been a dependent of a United States federal or military employee serving overseas.

Exceptions may be granted if you provide complete state-side coverage information regarding participation in "Study Abroad" programs, church overseas missions, or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

Special Appointing Authority: Veterans, military spouses, Peace Corps/VISTA volunteers, and people with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for

federal jobs. To determine your eligibility and to understand what documentation would be required with your application, please click on the appropriate link below.

- Veterans: <http://www.fedshirevets.gov/index.aspx>
- Military spouse: <http://www.fedshirevets.gov/job/shams/index.aspx>
- Individuals with Disabilities: <http://www.opm.gov/disability/PeopleWithDisabilities.asp>
- Peace Corps/VISTA and other miscellaneous hiring authorities:  
[http://www.opm.gov/hr\\_practitioners/lawsregulations/appointingauthorities/](http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/)

Separate referral lists will be generated for applicants eligible to be appointed under a non-competitive special appointing authority. You must provide documentation supporting your eligibility prior to the closing date of this announcement (please see "Required Documents"). If you have any questions regarding your eligibility, please contact the Human Resources Specialist listed at the end of this job opportunity announcement.

**Probationary Period:** All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.


Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

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#### HOW TO APPLY:

To begin your online application, click "Apply Online" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to (478) 757-3144 . You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf), and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1386930 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.


Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Friday, May 01, 2015.


**REQUIRED DOCUMENTS:**

- Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- Your responses to the job questionnaire [View Occupational Questionnaire](#)
- **Are you a current or former Federal employee?** With the exception of current CBP employees, ALL CURRENT AND FORMER FEDERAL EMPLOYEES MUST SUBMIT A COPY OF THEIR SF-50B (Notification of Personnel Action) showing competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. The SF-50B should also reflect the highest grade held on a permanent basis or the full performance level of your current position, whichever is higher.
- Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)? You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- Are you a veteran? If you are applying under a special veteran appointing authority, you must submit a DD 214 (Member Copy 4-reflecting qualifying medal(s) or service period) and a VA Disability Award letter dated 1991 or later (if applicable). Current federal employees applying under the VEOA authority must submit a qualifying SF-50B to show they meet time-in-grade requirements. If you are currently serving on active duty, you must submit a written statement from the armed forces certifying your dates of service and your rank. If you apply with a written statement at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military. **To learn more click on the link <http://www.fedshirevets.gov/job/vetpref/index.aspx>** *Veterans preference points are not applicable to Merit Promotion announcements; veterans documentation is required only to verify eligibility.*
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

**AGENCY CONTACT INFO:**

CBP Hiring OBP Staffing  
Phone: (952)857-2935 

Fax: (478)757-3144 

Email: CBPHIRING-OBPSTAFFING@CBP.DHS.GOV

Agency Information:  
CBP Minneapolis Hiring Center  
5600 American Blvd  
Suite 700  
Bloomington, MN  
55437-1450  
USA  
Fax: (478)757-3144 

**WHAT TO EXPECT NEXT:**

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of

changes to your application status by signing up for automatic email alerts at:

<https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

**Control Number: 401466100**

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